

# **TEMPE PUBLIC LIBRARY**

## **Public Code of Conduct Policy**

*Approved by the History Museum & Library Advisory Board  
January 7, 2015*

The Community Services Department strives to enhance Tempe's quality of life through superior customer-focused and sustainable educational, recreational, cultural and social services.

The Tempe Public Library, a part of the Library and Cultural Services division of the City of Tempe Community Services Department, supports the rights of all individuals to equal access and use without discrimination, intimidation, threat of harm or invasion of privacy. The following Public Code of Conduct Policy is written to protect Tempe Library property; ensure a safe, secure, clean and comfortable environment; and provide an atmosphere conducive to appropriate use of its services and facilities. The policy is to be used in conjunction with local, state and federal laws.

### **LIBRARY CODE OF CONDUCT:**

We Expect Library Users To:

- Attend to personal belongings. The Library is not responsible for personal belongings or items left unattended in or on Library property. Unattended items may be held by library staff and discarded if not claimed within 24 hours.
- Use restrooms only for their intended purpose. Unsanitary activities, including bathing, washing clothes, brushing teeth, grooming and shaving, are prohibited per Tempe City Code 23-40. Any person who violates this ordinance will be asked to leave the facility.
- Wear shoes and shirts at all times. Wearing clothing that exposes private body parts is prohibited.
- Maintain bodily hygiene in a manner that does not constitute a nuisance to other persons.
- Use covered containers when bringing beverages into the library and limit food items to small size commercially wrapped items. Comply with posted 'No Food or Drink' signage.
- Use library furniture, equipment and materials for their intended function and which does not interfere with another person's use of the library.
- Accompany any child under age 12 by an adult over the age of 18. A parent or caregiver is responsible for the safety and well-being of their children on library property.
- Follow established loan procedures or authorizations before taking Library property or materials from the building.
- Cooperate with staff and allow belongings to be searched if asked by security or staff.

- Use all library areas, including library parking areas, sidewalks and lawns, safely and lawfully.
- Stay out of non-public areas.
- Adults over the age of 18 are not permitted to use the Teen Center and must leave when asked.
- Leave the library at the designated closing time.
- Adjust cell phone ringers to vibrate and take loud phone conversations outside the building.
- Refrain from petitioning, soliciting, gambling, advertising or selling merchandise of any kind for any purpose in the building or within 20 feet of any entrance to the Library on sidewalks leading directly to the building (except as part of a library sanctioned event).
- Store all firearms in the provided gun lockers in the entryway of the library.  
A.R.S. 13-3102.

The Following Actions and Forms of Conduct are Not Permitted:

- Violation of any ordinances, laws, or regulations of the City of Tempe, the State of Arizona, or any of its political subdivisions, or of the United States.
- Possessing or consuming alcohol or illegal drugs, or being under the influence of alcohol or drugs. A.R.S. 13-1301 et seq.
- Gambling. A.R.S. 13-3301 et seq.
- Sleeping.
- Smoking, including electronic cigarettes, anywhere in the building or within 20 feet of any entrance to the Library. A.R.S. 36-601.01
- Spitting.
- Bringing into the Library more than two personal items described as bags/purses/backpacks, or any oversized item too large to fit under one study chair.
- Urinating or defecating anywhere on Library property, other than in public restroom facilities.
- Parking bicycles, wagons or carts anywhere other than designated bike rack areas.
- Disruptive or unsafe behavior which interferes with the use of the library by others or with the staff's ability to function.
- Using loud, threatening, profane, sexual or any harassing language toward staff or other users.
- Indecent exposure, voyeurism, exhibitionism, or other unlawful sexual offenses. A.R.S. 13-1402 et seq.
- Playing any audio equipment or device at a level which interferes with other patrons' ability to use the Library.
- Verbal or physical fighting.
- Stalking, following, staring or invading a patron or staff member's physical space causing annoyance, intimidation, fear or harm.

- Entering the Library with animals, birds or vehicles, except as required by persons with disabilities.
- Use of skates or skateboard on Library property.
- Blocking library entrances and exits. Tempe City Code 22-4.
- Vandalizing or defacing library materials or property library including furniture, walls, computer equipment. A.R.S. 13-1602
- Damaging, destroying or stealing any customer's or employee's property.

### TEEN CENTER CODE OF CONDUCT:

The social nature and other adolescent characteristics of teens require a separate library space designed to support their need for group interaction. The Tempe Public Library Teen Center has been established to provide a unique space and age appropriate materials for this particular age group. The materials are carefully selected by professional staff and are specifically chosen for a teen audience. Library staff will not censor a teen's selection of reading material. Parents are responsible for deciding which items they feel are appropriate for their teenage children.

The Library's Teen Center is a dedicated space for teens in grades six through age 18 to gather, mingle, socialize, and use library resources in support of their education. Therefore, the Teen Center and the computer terminals located there are reserved for use by teen patrons only.

Adults and children are welcome to access the materials available in the Teen Center but are asked to use the materials in other areas of the library. Staff will be available to assist adults in locating materials in the Teen Center.

The Tempe Public Library provides the Teen Center to support the following related activities:

- Reading.
- Studying.
- Doing homework.
- Working on school projects.
- Using computers for appropriate recreation, research and communication.
- Group study and collaboration.
- Teen Advisory Group (TAG) meetings and activities.
- Gathering, mingling and socializing in an unobtrusive manner.

All teens are expected to uphold the Library Code of Conduct. In addition, activities and behaviors not appropriate, nor tolerated, in the Teen Center are:

- Sleeping.
- Physical rough housing.
- Physical or verbal fighting.

- Public displays of affection.
- Personal grooming.
- Blocking walkways or pathways.
- Putting feet on furniture.
- Verbal abuse or swearing.
- Possession of weapons of any kind.
- Vandalism, graffiti, or damage to library property.

Any behavior staff considers aggressive and/or abusive may result in parents and/or police being notified with further disciplinary actions being taken. Violations of any of these guidelines will be grounds for a teen being asked to leave the library immediately.

The Teen Center is an area of the Library that is governed by the Library's general Code of Conduct that sets an expectation of respect for other library users, library staff and library property both in words and action. The Library encourages teens to self-monitor each other, explore the many available resources available, use the computers and Wi-Fi access wisely, turn to the Teen Librarian for assistance as needed and enjoy this space created just for them.

#### UNATTENDED CHILDREN:

Notice to Parents, Guardians & Caregivers:

The Library welcomes and encourages use by children of all ages. However, our Library policy requires that all children under the age of 12 be accompanied by an adult over the age of 18.

The Library staff will not and cannot accept responsibility or liability for the safety, care, supervision or entertainment of children unaccompanied by adults.

For safety and security reasons children dropped at the Library, and not attended by an adult over the age of 18, the parent or guardian will be contacted to pick up the minor child. If the parent or guardian cannot be reached then the Police Department will be contacted. The Police Department will contact parents, guardians or caregivers who may then pick-up the children at the Police Department.

The Library reserves the right to revoke use of the Library and its grounds for repeated disregard of this policy and/or offenses, for the safety of the minor child. The City may also initiate proceedings to suspend Library privileges.

#### ENFORCEMENT AND PENALTIES OF THE TEMPE PUBLIC LIBRARY:

Enforcement of the Tempe Library Policy will be conducted in a fair and reasonable manner. Library staff, security, and/or Tempe Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe the Tempe Library Policy may be asked to leave the Tempe Library, be trespasses from the Tempe Library

for a period of time, be subject to arrest, or be subject to other lawful action. The Library also reserves the right to revoke use of the Library and its grounds for repeated failure to comply with this Code of Conduct.

In case of serious, threatening, or willfully malicious behavior, the offending person(s) will be expelled from the building immediately by security and/or police.

To appeal this process, submit a written request to the Library Manager, Tempe Public Library, 3500 South Rural Road, Tempe, AZ 85282.